

Title : Financial Reports
Number :
Approved :
Reference :

3120.01
04/08/92

The Chief Business Officer shall submit monthly a financial report to the College President, who shall report to the District Governing Board. The statement shall be prepared for all funds using the accrual basis of accounting and shall show the following:

1. Actual year to date income in comparison with budgeted amounts. Variances will be explained.
2. Actual year expenditures in comparison with budgeted amounts. Variances will be explained.
3. Actual year to date transfers in comparison with budgeted amounts. Variances will be explained.
4. Actual beginning fund and cash balances.
5. Actual ending cash balances.
6. Other supporting schedules as requested by the Board or the College President.

In addition, the Chief Business Officer shall submit an annual financial report to the College President, who shall report to the District Governing Board. Such annual report shall show the following:

Non-Tax-Supported Funds

1. Program Number
2. Program Name
3. Period
4. Source of Funds
5. Disposition of Funds
6. Balance

